

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1820

**TITLE:** GIS SPATIAL ANALYST I

**GRADE:** S-23

**DEFINITION:**

Under general supervision, conducts spatial analysis using the GIS database and various database platforms; provides technical support and training; responds to requests for specific information by using existing layers of the Geographic Information System; analyzes results and produces reports, maps and supporting documentation; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This is journey or full performance level GIS analysis. The GIS Spatial Analyst I uses applications developed by higher level GIS Spatial Analysts; assists higher level analysts in defining GIS needs/requirements. The GIS Spatial Analyst I produces maps for specific agency users, and responds to basic requests for GIS service from management or Board member or others.

**ILLUSTRATIVE DUTIES:**

Produces high quality cartographic maps;  
Reviews data created by GIS Techs to ensure quality;  
Evaluates and recommend GIS software;  
Performs basic GIS analysis (e.g., buffering);  
Assists higher level analysts in defining GIS needs/requirements;  
Provide basic technical support for GIS COTS and in house applications;  
Attends meetings and conferences related to GIS;  
Updates/assists with GIS content on internet/intranet site;  
Troubleshoots standard GIS hardware issues( plotters, GPS, etc);  
Assigns data keys for geographic layers;  
Interprets and validates source documents for GIS data entry;  
Performs updates to tabular data;  
Demonstrates GIS applications;  
Assists users in evaluating and recommending GIS software for specialized applications;  
Performs acceptance tests for new software products;  
Maintains designated GIS data layers;  
Recommends database enhancements for GIS data layers;  
Assists GIS developers (GIS Spatial Analysts II, III, & IV) in designing and testing GIS applications;  
Serves as liaison between users and vendor technical support staff on basic GIS issues;  
Writes and develops training materials and manuals with assistance from higher level analysts;  
Provides training to County employees in GIS and GIS specific applications;  
Teaches basic level GIS classes;  
Assists in GIS spatial analysis;

Performs any of the illustrative duties in support of the Emergency Operations Center (EOC).

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of principles, practices, and methods related to GIS;  
Knowledge of functional requirements for GIS hardware and software;  
Knowledge of County standard GIS software;  
Knowledge of techniques for spatial analysis, geocoding, etc;  
Knowledge of principles, practices and methods related to cartography.  
Ability to document system modifications and enhancements;  
Ability to translate technical terminology into terms understandable to management and employees;  
Ability to establish and maintain effective business relationships;  
Ability to write and present GIS materials;  
Effective oral and written communication skills.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Bachelor's degree in computer science or related field, PLUS  
Course work in ArcView GIS or similar GIS software.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REVISED: August 19, 2005  
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